RECAP OF COR FUNDAMENTALS

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Topics

- Basic Contract Administration Responsibilities
- Definition of Contracting Officer (KO); Contract Specialist (KS); Contracting Officer's Representative (COR)
- Relationship between KO-KS-COR
- Nomination, Appointment, and Responsibilities of COR
- COR Termination

Basic Administration Responsibilities

FAR Reference 42.302

- Ensure that purchased supplies, services, and construction projects are:
  - Delivered or performed when and where as specified in the contract
  - Inspected and accepted by the Government
  - Acceptable in terms of conforming to contract specifications, PWS, SOW
  - Furnished in compliance with other contract terms and conditions
  - Promptly and properly reimbursed

Basic Administration Responsibilities

- Process change orders/modifications
- Exercise options
- Issue, negotiate and execute delivery/task orders
- Process claims and settlements
- Contract Closeout

Definition of KO and KS

- A KO is an individual appointed by their Agency Head with the authority to enter into, administer, and/or terminate contract and make related determinations and findings
- KOs must ensure compliance with the terms of the contract, and safeguard the interest of the United States in its contractual relationships
- KSs are responsible and accountable for the award and administration of assigned actions and perform their duties within the context and as an extension of a KO's authority.
- Only KOs have the authority to legally commit the Government to a specific course of action (typically identified and developed by the KS).

Definition of COR

Regulation Definition: An individual designated and authorized in writing by the KO to perform specific technical or administrative functions to assist in managing contracts.

In the real world, a COR is the subject matter expert for the KO, KS, and the unit/activity in performing administrative functions to assist in managing contracts.

Reference: DoD Federal Acquisition Regulation Supplement (DFARS) 252.201-7000

KO-KS-COR Relationship

- A COR is a representative of the KO and must maintain a direct link with the KO/KS for the life of the contract
- CORs serve as the technical liaison between the contractor and KO/KS
- There must be a mutual trust between KO/KS and COR to facilitate effective contract administration
- CORs are the “eyes and ears” for the KO/KS

COR Designation Cycle

COR Qualifications

- Must be a Government employee, unless otherwise authorized in agency regulations
- Must be qualified by training and experience commensurate with the responsibilities to be delegated
- Ability to document, analyze, interpret and evaluate factors involved in contract administration

COR Training Requirement

- Complete Army Logistics Management College COR course or an equivalent COR training course
- New guidance allows COR to complete training on-line
- Annual on-line refresher training

COR Training Requirement

- CORs who manage large, complex contracts or contracts requiring full-time oversight should retake the COR course or equivalent every 5 years

- Attend yearly ethics and procurement integrity trainings

COR Appointment Process

Step 1: Nomination initiated by using activity

Step 2: Approval of nomination by KO

Step 3: Selection and designation in writing from KO

COR Basic Responsibilities

- Day-to-day administration of a contract except issues that deal with “time and money”

- Responsibilities of the COR vary with the type of contract, i.e., services, supply, construction, etc., and the complexity of the acquisition

- COR shall maintain Government accepted systems for:
  - Quality (FAR Part 46)

COR Basic Responsibilities

- FACT: COR is responsible for carefully reading and understanding the entire contract

- REALITY: At a minimum, CORs need to understand the PWS/SOW/specifications, performance standards, drawings, QASP, and award fee plans

COR Basic Responsibilities

Processing Invoices (Supplies and Services)

- CORs shall review and approve contractor's invoices
- CORs are responsible for simultaneously faxing receiving reports to DFAS and a copy to the KS within 5 working days after receipt of contractor's invoice
- Electronic invoicing is mandatory per DFARS 252.232-7003

COR Basic Responsibilities

Processing Invoices (Cost Contracts)

- CORs shall review and approve contractor's invoices
- CORs forward acceptance and approval to KS within 5 working days after receipt of contractor's invoice
- Invoice is processed through DCAA to DFAS by contracting office

COR Basic Responsibilities

Processing Invoices (Construction over $100K)

Progress Payments

- CORs shall review and approve a copy of contractor's furnished invoices to determine if work is progressing under the contract in accordance with the approved progress schedule
- COR shall coordinate with KS for review/audit of questionable progress payments prior to COR approval

COR Basic Responsibilities

Processing Invoices (Construction over $100K)

Progress Payments

- CORs shall submit the payment package simultaneously to DFAS and a copy to the KS within 5 working days after receipt of contractor's invoices consisting of: copy of the contractor's invoice and certification; receiving report; and contractor's release of claims for final payment only

COR Basic Responsibilities

Inspection Reports

- COR must monitor contractors' performance
- For service contracts, Quality Assurance Surveillance Plans (QASP) should be prepared in conjunction with the preparation of the PWS/SOW
- QASP should specify:
  - ✓All work requiring surveillance
  - ✓The method of surveillance

COR Basic Responsibilities

Inspection Reports

- Government inspection shall be documented on an inspection form
- COR must submit inspection reports to KS as specified in COR designation letter

COR Basic Responsibilities

Contractors' Submittals

Effective immediately, contractors will be informed to route submittals to the appropriate COR. The COR will log-in submittals and forward to the Project Manager responsible for reviewing and recommending approval or rejection of materials. COR will forward to KS for KO approval and signature.

Contract Modification Process

- KO/KS determines if request is within scope
- COR provides KS with PWS/SOW revisions or additions relating to the modification
- COR provides KS with Independent Government Estimate
- COR submits purchase request through Aquiline or e-mail from budget verifying funds are available
- COR must ensure documents are

COR Termination

- A COR must request release from duties from the KO sufficiently in advance of reassignment or separation from the Government to permit timely selection and designation of a successor.
- The KO may withdraw a COR appointment at any time for:

  -Exceeding COR authority

  -Failure to follow KO or KS guidance

  -Non-performance of COR duties

Helpful References

On-Line COR Training
https://learn.dau.mil/html/clc/Clc.jsp

Annual Refresher On-Line COR Training, Federal Acquisition Institute Mentor course
http://www.fai.gov/

ACA COR Guide COR-Guide-Jan-05.doc

Fort Bragg COR Desk Guide COR_HB_Jul03.doc

U.S. Department of Labor Website
http://www.dol.gov/

Questions